

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

February 6, 2019 at 10:30 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Derek Bradshaw, MAR
Jonathan Start, MTPA/KATS – Chair

Gary Mekjian, MML
Rob Surber, DTMB/CSS

Support Staff Present:

Roger Belknap, MDOT
Mark Holmes, DTMB/CSS

Tim Colling, MTU/LTAP, via Telephone
Gloria Strong, MDOT

Members Absent:

None

Public Present:

None

1. Welcome – Call-to-Order – Introductions:

The meeting was called to order at 10:37 a.m. Everyone was welcomed to the meeting.

2. Changes or Additions to the Agenda:

None

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda – J. Start (Action Items):

4.1. - Approval of the January 9, 2019 Meeting Minutes (Attachment 1)

Motion: G. Mekjian made a motion to approve the January 9, 2019 meeting minutes; R. Surber seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report (Attachment 2) – R. Belknap

R. Belknap did a brief review of the TAMC Budget Expenditure Report. He reviewed the FY 2020 budget where minor changes to the MPO appropriations were made. The total program cost remained the same. The Council would like to provide the regions with ideas on how to spend their funding. Some of the suggestions were to use on reports, more federal aid road data collection, creation of their asset management plan, etc. This information can be shared by R. Belknap on his regional coordinator calls, each Council member can inform their associated agency such as MTPA, MML, CRA, etc. They can also be shared at pre-Unified Work Program meetings as well as, R. Belknap can send an informal email to all of the regions, especially those that have not been spending their allotted funds.

5. Review and Discussion Items:

5.1. – TAMC Awards 2019 – R. Belknap (Attachment 3)

A copy of the February 7, 2019 memo soliciting nominations to receive a TAMC award (deadline for submission is March 29, 2019); the Awards Program Criteria, TAMC Awards Program Nomination (steps to how TAMC makes its award selections), and past TAMC Award Winners 2009-2018 was shared with the

committee. The ACE Committee would like a reminder regarding the TAMC Award nominations sent out in early March of each year. The Committee accepted the awards documents as provided and will recommend them to the full Council.

5.2. – 2019 TAMC Spring Conference in Collaboration with APWA – G. Strong/G. Mekjian (Attachment 4)

The TAMC and the American Public Works Association (APWA) Conference will be held on May 22 and 23, 2018, at the Treetop Resort in Gaylord, Michigan. APWA will hold their annual golf outing on May 21, 2018 as well as a welcoming reception where everyone attending the conference can participate. On Wednesday, May 22, 2019, TAMC and APWA will hold joint sessions. On Thursday, May 23, 2019, APWA will hold APWA only sessions. G. Strong is working with APWA conference planners on the logistics. TAMC conference attendees will lodge at the Otsego Resort approximately 5 minutes away from the Treetops Resort. The TAMC Spring Conference Save-the-Date and Sponsorship flyers were shared.

5.3. – TAMC Data Collection Policy and PASER Certification Benefits – R. Belknap (Attachment 5)

MTU sent out a reminder notice on the certification program encouraging agencies to participate. Support staff has received emails requesting that TAMC look at the benefits of the certification and requested an extension between certifications. Metropolitan Planning Organizations and Regional Planning Organizations are required to attend the certification training regardless of if they are certified or not. They would like a longer period of time where they are exempt from attending training. There are only approximately 20 people that are certified. It was suggested that TAMC change its policy and only require them to send one person but can actually have more people certified. And have that certification be for 2-3 years instead of only 1 year. Then TAMC will need to watch for quality control and if things start to get bad revisit the policy and make appropriate changes.

Motion: A motion was made by D. Bradshaw to allow the MPO/RPOs send one person every year to training and other staff can also be certified. Instead of being certified each year, it is recommended that certification be for three years. To be recertified on the fourth year. G. Mekjian seconded the motion. The motion was approved by all members present.

5.4. - Draft TAMC Policy for Submittal and Review of Asset Management Plans – R. Belknap (Attachment 6)

Public Act 325 created new reporting and submission requirements for Asset Management Plans. T. Colling at MTU, has created a *White Paper* that will help create a policy on how agencies will submit to TAMC their asset management plans and how TAMC will review asset management plans. A copy of that document was provided to the Committee and they were encouraged to review. Support staff will bring a draft policy to the next ACE Committee meeting in March for the committee's review and comment. How to include such things as culvert and signals will need to be discussed.

Action Item: Support staff to write up the *White Paper* submitted by MTU into a TAMC Policy.

5.5. – TAMC June 5, 2019 Strategic Planning Session/FY 2020-2022 TAMC Work Program – J. Start

The Council will need to discuss how the structure of the work program ties in with the budget at the June 5, 2019, TAMC Strategic Planning Session. The Committee would like to create a process for when and how TAMC creates its budget. It was suggested to start working on the next year's TAMC budget in October, prior to the January budget due date to the MIC. TAMC will need to think about adding culverts and traffic signals especially for FY 2021. All committees need to help prioritize the items in the work program and budget.

5.6. – Local Technical Assistance Program “The Bridge” Newsletter Article – MTU

The article was done by MTU on the Culvert Pilot Project. They used the Executive Summary from the report and added a few interviews to create the article. The next article will be done by full Council and may

be on the integration of TAMC with the Michigan Infrastructure Council (MIC) that was recently passed in legislation. By then TAMC and MIC will have more insight on what is expected of TAMC/MIC.

5.7. – 2018 TAMC Annual Report; Draft Year in Review Section – R. Belknap (Attachment 7)

Niles Annelin created a draft of the Year of Accomplishments chapter for the annual report. A copy was provided to the Committee for their review and comment.

6. Public Comments:

None

7. Member Comments:

M. Holmes reported that Roadsoft version 17 is old and 19 is not ready as of yet to go into production. If CSS uses Roadsoft version 19 it will delay data collection. CSS is currently doing testing on version 19. They will continue to use version 17 when collection starts that will provide more time for the version 19 testing. Therefore, data collection will not be delayed. Version 19 will come out during collection season and the version 17 data can be migrated to version 19. For the organizations that do their data collection later they will start with version 19. Organizations will be provided support by MTU.

8. Adjournment:

G. Mekjian made a motion for the meeting to adjourn; D. Bradshaw seconded the motion. The motion was approved by all members present. The meeting adjourned at 11:58 a.m. The next meeting will be held March 6, 2019 at 10:30 a.m., 2700 Port Lansing Road, 2nd Floor Commission Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADA	ADULTS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CFM	COUNCIL ON FUTURE MOBILITY
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM

MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COMMISSION
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	ROAD BASED INVENTORY
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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